

MANAGEMENT MEMO

SUBJECT: GLOVE BOX DIRECTORY OF APPROVED AUTO REPAIR FACILITIES	NUMBER: 98-14
	DATE ISSUED: 07/31/98
	EXPIRES: When rescinded
REFERENCES	ISSUING AGENCY: Department of General Services

The Department of General Services, Office of Fleet Administration is pleased to announce a new Glove Box Directory of Approved Auto Repair Facilities.

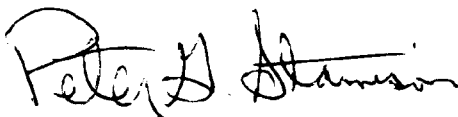
The directory provides state employees with a statewide network of Office of Fleet Administration (OFA) approved repair/service vendors to perform general and specialized automotive repairs and services on state vehicles. The directory was specifically designed to fit into the vehicle glove box. In addition to more than 400 vendors, it also includes information related to roadside service, accidents, Inspection Services, and State Garages.

All vendors have been pre-qualified to meet very specific standards as indicated in the guidelines of the directory. Because of these standards, the dollar amount on repair invoices requiring approval from an Inspector of Automotive Equipment has been increased from \$350 to \$500 when using an OFA approved vendor.

NOTE: You may continue to use non-OFA approved vendors. However, the dollar amount on repair invoices requiring approval remains at \$350.

The Glove Box Directory of Approved Auto Repair Facilities, STD. 61, can be ordered from Department of General Services, Central Stores using a STD. 116. The list of approved auto repair facilities will be available soon on our Web page at www.fleet.ca.gov.

If you need assistance or have any questions regarding the directory, you may contact Sue Gutierrez, Inspection Services Analyst, Office of Fleet Administration, at (916) 327-0074, or sgutier@dgs.ca.gov.



PETER G. STAMISON, Director
Department of General Services